

CITY OF BURBANK

LICENSE AND CODE MANAGER

DEFINITION

Under general direction, to manage, supervise, plan, direct, and record the daily license and code functions of the Community Development Department, including enforcing zoning laws, property maintenance codes and any related building codes, business license and business tax regulations, Burbank Municipal Code, and other City regulations; and perform related work as required.

ESSENTIAL FUNCTIONS

Manages and supervises the Community Development Department's Business License, Business Tax, and Code Enforcement Section; develops and recommends goals, objectives, and amendments to assigned programs including Regulatory Business Licensing, Business Permitting, Business Tax, Property Maintenance Code Enforcement; Zoning Code Enforcement, and other assigned activities relating to the enforcement of the Burbank Municipal Code and relevant county, state, and federal laws; investigates and resolves complaints; administers the Taxicab Program in conjunction with and through the direction of the Traffic Commission; manages, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; prepares written correspondence and reports; attends and represents the City and the Community Development Department at public meetings and hearings; assists in coordinating and developing public counter procedures; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – code enforcement techniques, business law, basic accounting principles and credit and collection procedures; applicable local, state, and federal regulations; methods of conducting zoning and property maintenance inspections; the principles and practices of sound personnel management and supervision.
- Ability to – read and interpret municipal codes and regulations, and to enforce their application; prepare clear written reports; utilize computers and a variety of computer software; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with major course work in public administration, business administration, architecture, engineering, construction management, or related field and four years of professional experience in business operations, building construction, building inspection, license inspection or code enforcement, including two years at the supervisory level, at the level similar to a senior or management level building inspector, business manager, construction superintendent, construction manager, facilities manager, plan check engineer, project architect, and project engineer.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; must obtain an International Code Conference (ICC) certification as a, Zoning Inspector, Property Maintenance and Housing Inspector, Residential Building Inspector, or Plans Examiner or equivalent per state requirements within one year of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Public sector experience and ICC certification as a Zoning Inspector, Property Maintenance and Housing Inspector, Residential Building Inspector, or Plans Examiner or equivalent per state requirements at time of appointment.